

CONFIDENTIALLOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 1 JUNE 1983

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I. Progress Report on Tasks Assigned by the DCI/DDCI:No items this reporting period.

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II. Items/Events of Major Interest:

a. UNICOR Trade Exposition: On 25 May the Chief, Building Services Branch and the Interior Design Consultant attended the Trade Exposition sponsored by the Department of Justice, Federal Prison Industries, Inc. The show, located in the Great Hall, Washington, D.C., displayed the items produced by prisoners under the UNICOR label--shoes, signs, furniture, brushes, etc. Although the products were of good quality and reasonable price, lead time for delivery was not advantageous since it depends upon the number of orders received and could take up to 9 months.

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b. Executive Furniture Handbook: Preparations for the assembling, printing, and distribution of information concerning the standard selection of furniture for executives, grades GS-15 and above, is continuing. On 26 May photographers from the Printing and Photography Division, OL, worked in assorted DDI offices photographing furniture for which manufacturers' photos are not available. Prior to initiating printing of a handbook, Logistics Services, Procurement, and Supply Divisions, OL, will meet to decide upon material to be included in the handbook.

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d. Memorial Wall:--LSD has received a request from the Office of Personnel that the victims of the bombing of the American Embassy in Beirut be honored with memorial stars in the Book of Honor and on the Memorial Wall at Headquarters Building. In response, an order for the immediate inclusion of the name of Robert C. Ames with the year 1983 and a star in the Book of Honor and a star on the Memorial Wall has been sent to the Procurement Division, OL.

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e. Installation of Electrical Service: Within 10 days of receipt of the request in LSD, electrical service was installed for a WANG word processing system for the Office of Technical Service, DDS&T, in Room 4, Central Building.

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h. Drawings for Removal of Wood Lattice in North Cafeteria:

Drawings were completed and submitted to [] Chairman, Fine Arts Commission, for the removal of some wood lattice adjacent to the cashier and serving area in the North Cafeteria at Headquarters Building. The lattice must be removed to make room for the third cash register which is to be installed. The changes are being made to enhance service in the North Cafeteria and were approved by GSI, GSA, and the Cafeteria Committee.

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i. Visit to [] A representative of the Architectural Design Staff, LSD/OL, met with representatives of []

to discuss the proposed intergraph computer system and software for the proposed new building on the Headquarters compound. A cost estimate will be forthcoming [] to digitize existing ADS drawings. []

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j. Shampoo of Carpeting: On 24 May carpeting on the first and second floors of South Building were shampooed for the Office of Technical Service. []

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k. Inventory of SC-O Procured Electric Typewriters: The Data Base covering the inventory of all SC-O procured electric typewriters has been completed and copies forwarded to the

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Procurement Division, OL. The inventory was done in order to have a centralized record of charges for servicing these machines.

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III. Significant Events Anticipated During the Coming Week:

No items this reporting period.

Event:

Date:

Address:

Attn:

Phone:

Mail:

File:

Notes:

Comments:

Remarks:

Disposition:

Remarks:

Remarks:

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